



2013 DISTRICT OF COLUMBIA Highly Effective Teacher Incentive Program

- Application must be sent via email to david.hendrie@dc.gov with the subject line **FirstName.LastName.HETI**.
- All applications must include the following attachments
 - A. General information (sheet attached to this document)
 - B. Leadership activities (maximum of two double spaced pages)
 - C. Answer to five (5) essay questions (maximum of one double spaced page each)
 - D. Two signed reference questionnaires (sheet attached).
 - E. One official copy of candidate's most recent evaluation.
 - F. One copy of candidate's resume (maximum of two double spaced pages).
- Please limit your answers to the number of pages requested in each section – **font size should be no smaller than 10 point**. In order to provide all applicants with an equal opportunity, **only the number of pages requested will be accepted**. Any additional pages and/or materials submitted will NOT be presented to the Selection Committee.
- The application package must **arrive** no later than: April 11, 2013
- Educators who are accepted to the program are not guaranteed a placement. Placements will also be determined based upon the match between a candidate and placement school.

A. General Information

Candidate Name _____

Home Address _____

City State Zip Code Telephone

Email Address(es) _____

School Name _____

School Address _____

City State Zip Code Telephone
School Profile (check one): ☐ Urban ☐ Suburban ☐ Rural

Major Subject Area (if any) _____ Grade Level _____

Total Years of Teaching Experience _____ Years in Present Position ____

B. Leadership Roles and Recognition - (two double-spaced pages marked attachment B.)

- Beginning with the most recent, list leadership roles and duties.
- Beginning with the most recent, list awards and other recognition of your teaching.

C. Short Answer Questions- (maximum of two to three paragraphs for each question marked attachment C.)

1. How do you contribute to your school community? In what ways do you collaborate with other educators at your school?
2. Give a detailed description of the goals that you set for your students and how you set them. How do you determine progress towards the goals?
3. What kinds of student data do you look at regularly? How do you use that data to shape your instructional program?
4. What are some of the strategies you use to differentiate instruction for students of different skill levels in your class?
5. What strategies do you use to promote an achievement-oriented classroom culture?

D. Two Reference Questionnaires- (Questionnaire is included and labeled as attachment D)

- Please have TWO references complete this form (see attachment #1) explaining how the candidate meets the criteria of the program. Please note that incomplete forms will not be included in the screening process. Forms can either be submitted with rest of this application (reference signature required) or directly via email to david.hendrie@dc.gov with the subject line **Highly Effective Teacher Incentive Reference Questionnaire: Candidate Name.**

E. Copy of Candidate's Most Recent Evaluation

- The official evaluation must include the signature of the evaluator and the date the evaluation was completed.

F. Candidate Resume (maximum of two-double spaced pages labeled attachment F)

- Please provide a resume that includes the following: educational degrees earned and dates of attendance; employment history; and teaching experience that specifies time period, grade level and subject area for teaching positions.

Attachment D
Highly-Effective Teacher Incentive Reference Questionnaire Form

Thank you for taking the time to recommend a highly-effective educator who has demonstrated all of the following:

- Ability to effectively differentiate instruction and use data to inform instruction.
- Effective collaboration with colleagues and administrators.
- Ability to critically reflect on and learn from challenges.
- Ability to set goals and communicate a concrete vision of expected outcomes.
- Strong evidence of serving or the desire to serve low-income student populations.

Please complete this form for the candidate as well as a one-page letter explaining how this person meets the criteria outlined above. Please note that incomplete forms will not be included in the screening process. Please remember to include your signature before sending the form back to the candidate.

Recommender's Information

Name:
Job Title:
Relationship to Candidate:
Work Phone:
Home Phone:
Email:
Best way to contact:

Nominee's Information

Name:
Classroom Teacher/Principal/Other (Specify):
Total Years in Current Role:
Subject currently teaching:
Grades(s) currently teaching:
For principals, grade levels in building:
For principals, number of years as an administrator:

School Name:
School Address:
School Address:
School Phone: School Fax:
Supervisor's Name:
Supervisor's Email:
Supervisor's phone: Supervisor's fax:

RATE the educator from 1-5 (5 being highest) on the following four criteria and provide a paragraph to explain your rating. In your comments, please provide comprehensive explanations for why you feel the educator has earned the given rating. Cite evidence and examples whenever possible.

1. **Rating:** Exceptional talent as an educator, including the ability to differentiate instruction and use data to inform instruction.
Comments:

2. **Rating:** Effective collaboration with colleagues and administrators.
Comments:

3. **Rating:** Ability to critically reflect on and learn from challenges.
Comments:

4. **Rating:** Ability to set goals and communicate a concrete vision of expected outcomes.
Comments:

5. **Rating:** Strong evidence of serving or the desire to serve a low-income student population.
Comments:

6. Feel free to include other information in support of the educator's candidacy below.

Signature of Reference _____

Date _____